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10 December 1952

MEMORANDUM FOR: All Occupants of the Administration Building  
SUBJECT : Air Raid Drill

A Government-wide air raid drill for the Washington Metropolitan area will be held on Friday, 12 December 1952, at 2 p.m. The internal alarm system indicated in the attached plan at the present is not operative. The alarm, therefore, will be sounded by whistles, a short blast indicating the "alert" and a long blast indicating the "all clear."

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PART II

BUILDING EMERGENCY PLAN

General Instructions and Duties

BUILDING: Administration

BUILDING WARDEN:

ROOM:

(Alternate Room:

ASST. BUILDING WARDEN:

ROOM:

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PURPOSE:

To organize and instruct building occupants in order to afford the maximum degree of self-protection and self-assistance both during and following an air raid.

PERSONNEL INVOLVED IN PLAN:

A. BUILDING WARDEN ORGANIZATION

1. Building Warden
2. Assistant Building Wardens
3. Floor Wardens
4. Shelter Wardens
5. First Aid Teams
6. Fire Fighting Teams
7. Messengers

B. PERSONNEL

ALARM:

There is installed in the Administration Building an interior horn-type air raid alarm. This alarm will be activated from the individual building and will also be connected to a central control point for simultaneous alerting. This alarm system is in addition to the present fire alarm system.

FUNCTIONS AND DUTIES:

BUILDING WARDENS AND ASSISTANTS:

a. Develop and maintain on a current basis an Air Raid Plan for his building.

b. Designate a Building Warden's Headquarters or Control Station with the necessary personnel and facilities for directing the Air Raid Plan--radio telephone, Building Plan, etc.

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- c. Appoint Assistant Building Wardens as needed to assist in the direction of the Air Raid Plan.
- d. Appoint and supervise the training of sufficient Floor Wardens, Shelter Wardens and such Deputies and Assistants as may be needed.
- e. Organize and have trained a First Aid Team and establish a first aid area properly identified by signs and equipped with first aid supplies. (May be arranged through the Medical Office.)
- f. Establish a Fire Fighting and Rescue Squad and a messenger service. (Reference - GSA Memorandum 1 November 1951.)
- g. Select the safest areas in the building to serve as shelters for the occupants in case of emergency and designate with appropriate signs. Provide with stand-by emergency equipment. Assistance of the CIA Safety Officer may be obtained in determining Shelter Areas. (Reference - GSA Memorandum 30 November 1951, Page 2, Building Analysis Schedule, Form 122.)
- h. Plan for the orderly movement of all occupants to shelter areas and indicate proper routes by standard signs. (See attached sample. Requirements for all signs may be forwarded to the CIA Safety Officer.)
- i. Arrange for the control of mechanical services such as elevators, lighting facilities, water shut-off valves, etc.
- j. Visitors are the responsibility of the person whom they are visiting.

FLOOR WARDENS:

Under the direction of the Building Warden he shall:

- a. Know the layout of his floor, all vital services thereon and plans for evacuations.
- b. Know the location of the shelter area, the route thereto and in emergency, direct all people on his floor to that shelter.
- c. Designate individuals to assist any physically handicapped personnel.
- d. Be able to command respect of all in order to prevent panic during an emergency.
- e. After checking all persons off his floor to the shelter, advise the Building Warden and assume additional duties as directed.

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SHELTER WARDENS:

- a. At the first warning proceed to the shelter area and check emergency equipment. (Fire Exts., Radios, etc.)
- b. Help direct personnel into shelter area and maintain order.
- c. Give instructions to personnel for personal protection. (See general instructions under Personnel.)
- d. Render assistance to the Building Warden, First Aid Teams, rescue squads or wherever needed.

FIRST AID TEAMS:

(Attend Agency First Aid Training Course)

- a. Administer first aid within the building where needed.
- b. Maintain first aid equipment at a pre-arranged safe location properly designated by the standard Civil Defense sign.
- c. Arrange for movement of injured to shelter area or to medical evacuation point if treatment is required.
- d. Render any additional assistance to Building Warden, fire fighting teams, etc. as needed.

FIRE FIGHTING AND RESCUE SQUADS:

- a. Shall be trained in fire fighting techniques.
- b. Become familiar with all water lines, fire hoses, fire extinguishers and check frequently for proper operation.
- c. Respond to locations of fires as directed by the Building Warden and attempt to extinguish fires with building fire appliances and equipment.
- d. Fill sinks, emergency buckets, etc., with water.
- e. Help transport injured persons to first aid station.
- f. Become familiar with light rescue work and maintain tools for wire cutting, timber cutting, opening jammed doors, etc.
- g. Render any assistance as directed by Building Warden.

MESSENGERS:

- a. To be assigned to the Building Control Station to carry messages and to be available in the event other communications fail.

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PERSONNEL: (GENERAL)

A. ACTION TO BE TAKEN DURING WORKING HOURS:

1. With previous warning:

a. Upon hearing the air raid siren proceed immediately to secure all classified material.

b. Close all windows and doors and lower blinds to lessen effects of flash and flying glass.

c. Take all coats, hats, etc., and proceed to air raid shelter area as directed by your floor warden.

d. Keep calm - don't panic and remain in shelter area until given further instructions.

e. Assist injured or aid in any way you are instructed.

2. Without previous warning:

a. At the first indication of a blinding flash, fall to the floor against a wall, under a desk or beneath anything which will serve as a shield from the heat and blast.

b. Cover all exposed skin areas, especially eyes and do not attempt to look at the blast.

c. Try to protect self from flying glass, debris and falling timbers.

d. After blast, try to reach your shelter area and offer assistance where needed.

e. Remain indoors until given instructions to venture outside the building.

B. AFTER WORK HOURS:

a. If at home when attack comes, take all members of the family to the basement.

b. Take cover near an exterior wall, away from any windows if possible and use blankets, tables or any type cover to protect yourself.

c. Keep a flashlight, water, radio and some first aid equipment handy.

d. Remain indoors until given instructions by your Civil Defense Authorities to venture outside. Don't use telephones unless absolutely necessary.

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e. If uninjured, give assistance to your local Civil Defense Warden in caring for injured, fighting fires, etc.

f. If outside when attack occurs, throw yourself in a ditch and cover exposed parts of the body. Get in a doorway if possible or anywhere to shield yourself from heat and blast.

g. Report to first aid station as soon as possible.

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PART I

BUILDING EVACUATION PLAN  
General Instructions and Duties

BUILDING: Administration

BUILDING WARDEN:

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ASST. BUILDING WARDEN:

PURPOSE:

To organize and instruct building occupants in procedures for the evacuation of the Administration Building in the event of fire, natural disaster or any other emergency requiring personnel to be evacuated from buildings. Procedures to be followed in case of air raids are described in Part II of the Building Emergency Plan.

FUNCTIONS AND DUTIES:

1. EMPLOYEES:

- a. Upon sounding of alarm, immediately secure all classified material in safes and vaults. Lock safes and vaults properly.
- b. Proceed, keeping your CIA Badge with you, from the building through the main entrance to the grass area in front of the building. In the event the main entrance is blocked, use rear entrance.
- c. Unless prevented by the emergency, a regularly assigned communications officer will remain in Room 2. The building guard will similarly remain at his station.

2. FLOOR WARDENS:

- a. Secure your classified material.
- b. Take up your pre-determined station, and direct the flow of traffic from your floor, in order to preserve order and avoid congestion.
- c. When the floor for which you are responsible has been evacuated, report to the Building Warden and then proceed from the building.

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ASSIGNMENT OF FLOOR WARDENS:

1. Basement

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Principal -

Assistant -

2. First Floor

Principal -

Assistant -

3. Second Floor

Principal -

Assistant -

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